

# OUSF Schools and Libraries Workshop



**OKLAHOMA**  
Corporation  
Commission

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Public Utility Division  
Oklahoma Corporation Commission  
February 16, 2022



# Disclaimers

- ◆ The information in this presentation is intended for informational purposes only and is subject to change.
- ◆ This presentation does not cover the entire statutory Act or Commission Rules.
- ◆ Federal E-rate funding has additional requirements.
- ◆ OUSF Funding commitments depend on the facts presented during requests for Preapproval or OUSF Funding.
- ◆ Examples showing funding assume all other OUSF program requirements were followed.



# Agenda:

## 1 OUSF

Overview of the [Oklahoma Universal Service Fund](#) and [Eligibility](#).

## 2 Services & Bandwidth

What is typically [funded](#) for Schools and Libraries?

## 3 Bids

Soliciting [Competitive bids](#), [Eligible Providers](#), and [LCRQB](#).

## 4 Contracts

Possible [contract](#) considerations and language.

## 5 Determination & Funding

[Determinations](#) and how [funding](#) is applied to the school or library?

## 6 Preapproval

Can OUSF funding be [preapproved](#)?

## 7 Forms

[Affidavits](#) and where to find them.

## 8 Q & A

Questions and Comments.



# What is the Oklahoma Universal Service Fund (“OUSF”)?

- ◆ The OUSF is a fund that: supports Special Universal Services to public schools, public libraries, and eligible telemedicine facilities; and supports the provision of Primary Universal Service to eligible telecommunication providers.
- ◆ Service Providers pay into the OUSF and may pass this cost on to end-users.
  - This may appear as a fee on your monthly phone bill.
- ◆ E-rate may cover a portion of the cost of eligible Special Universal Services.
  - Oklahoma statute allows the OUSF to fund up to the remaining cost of eligible services.



# OUSF Funding Requests - Roles

## Beneficiary

Completes the **Affidavit** and submits it to service provider along with the required attachments.

## Service Provider

Completes the **SUSF** form and School/Library worksheet attachment, and files a Request for OUSF Funding with the OCC.

## Beneficiary and Service Provider

Should answer all **Data Requests** from PUD Analyst promptly.



# Is your library or school eligible for OUSF funding?

## Public Libraries<sup>1</sup>

- ◆ Libraries must be open to all persons under identical conditions and supported by public funds.
- ◆ Does not include libraries operated by:
  - Universities, colleges, or schools
  - Museums
  - Oklahoma Historical Society
  - County Law Libraries

## Public Schools<sup>2</sup>

- ◆ PreK-12 free schools funded by public taxation.
- ◆ Career Technology Centers that serve HS Students.
- ◆ Does not include:
  - Private schools
  - Virtual schools
  - Home schools

<sup>1</sup> See 17 O.S. § 139.102(38)

<sup>2</sup> See 17 O.S. § 139.102(39)



What services and  
bandwidth does the OUSF  
typically fund?



# OUSF Eligible Services for schools and libraries

- ◆ Category One Non-Voice Services on the USAC Eligible Services List.<sup>3</sup>
  - Including, but not limited to, Internet, WAN, and eligible equipment.
- ◆ Taxes and fees are not eligible.



<sup>3</sup> See 17 O.S. § 139.109.1(A)(2)-(3)





# Eligible Bandwidth - Libraries

## ◆ FCC Recommendations<sup>4</sup>

- At least 100 Mbps for libraries that serve fewer than 50,000 people.
- At least 1 Gbps for libraries that serve 50,000 people or more.

<sup>4</sup> See Modernizing the E-rate Program for Schools and Libraries, WC Docket No. 13-184, 29 FCC Rcd. 8886, para. 27 (2014) (E-rate Modernization Order or E-rate Modernization FNPRM)



# Eligible Bandwidth - Schools

## ◆ SETDA Broadband Imperative III Recommendation<sup>5</sup>

The SETDA recommendation found in the Broadband Imperative III is used to determine eligible bandwidth for schools. The growth charts found in Appendix A, starting on page 23 of the document, are used to comply with the Oklahoma statutes.

<sup>5</sup> From: State Educational Technology Director's Association's ("SETDA") [The Broadband Imperative III: Driving Connectivity, Access and Student Success](#), Appendix A, updated November, 2019



# Eligible Internet Bandwidth – Oklahoma Schools

INTERNET BANDWIDTH RECOMMENDATIONS	
School District Size	2023-24 Targets
Small School District (fewer than 1,000 students)	At least 4.3 Mbps per user (Minimum 300 Mbps for district)
Medium School District Size (3,000 students)	At least 3.0 Gbps per 1000 users
Large School District (more than 10,000 students)	At least 2.0 Gbps per 1000 users
User = students, teachers, administrators, staff, and guests	

From: State Educational Technology Director's Association's ("SETDA") [The Broadband Imperative III: Driving Connectivity, Access and Student Success](#), Appendix A, updated November, 2019



# Eligible WAN Service – Oklahoma Schools

WAN RECOMMENDATIONS	
School Districts	2023-24 Targets
Connections to each school to link to the internet via a district aggregation point and for in-house administrative functions	At least 10 Gbps per 1,000 users
User = students, teachers, administrators, staff, and guests. <b>District-wide based on WAN site with largest number of users.</b>	

From: State Educational Technology Director's Association's ("SETDA") [The Broadband Imperative III: Driving Connectivity, Access and Student Success](#), Appendix A, updated November, 2019



# Bandwidth Range

- ◆ Select a bandwidth range from the drop-down option on the FCC Form 470, using the SETDA eligible bandwidth as the maximum bandwidth.
- ◆ If the beneficiary is not able to utilize the maximum bandwidth, include the preferred bandwidth on the 470 with a reason for this preference (i.e. equipment limitations).
- ◆ Include documentation in support of this preference with Request for OUSF Funding.
- ◆ If the beneficiary has need of bandwidth in excess of the SETDA bandwidth target, and has selected this bandwidth, include supporting documentation as an attachment to the affidavit with an explanation of this need.



# Competitive Bids and Eligible Providers





# Soliciting Competitive Bids<sup>6</sup>

- ◆ Request bids in a manner that:
  - Is fair and open to all carriers authorized to receive OUSF funding.
  - Requests all costs, including construction (if applicable).
  - Requires ineligible services to be priced separately from eligible services (**taxes and fees are not eligible**).
- ◆ Bid requests should not:
  - Limit bidders based on technology.
  - Be structured to exclude any OUSF-eligible service providers.
  - Require the same service provider for Internet and WAN services.
  - Require service provider to be from a specific geographic area.
  - Require walk-throughs with limited timeframes or preferred access for local carriers. Must allow reasonable scheduling.

<sup>6</sup> See 17 O.S. § 139.109.1(B)(5) (c) and see OAC 165:59-7-19(b) et seq., effective July 25, 2019



# Soliciting Competitive Bids<sup>7</sup>

- ◆ The FCC Form 470 and RFP (if utilized) must identify the bandwidth range.
- ◆ Ensure that your request is technology neutral.
- ◆ Beneficiaries are not obligated to contact a provider to ask for missing costs on a bid.
  - E.g., if a bid does not include pricing or construction costs (states prices are to be determined), it can be considered as incomplete.

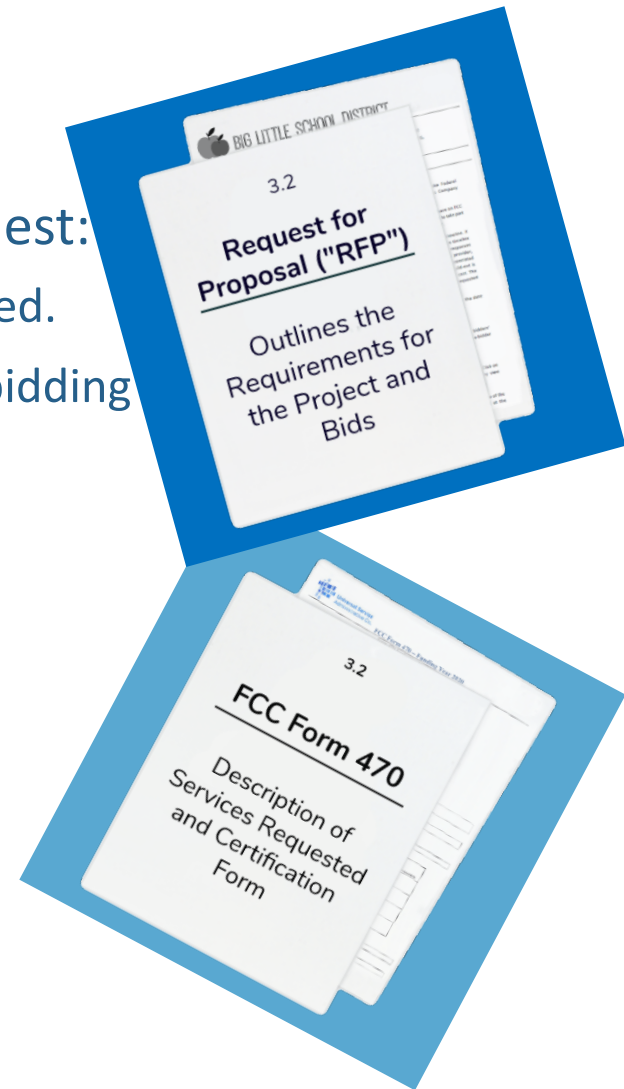
<sup>7</sup> See 17 O.S. § 139.109.1(B)(5) (c) and see OAC 165:59-7-19(b) et seq., effective July 25, 2019





# Soliciting Competitive Bids

- ◆ Possible statements for bid request:
  - All technologies will be considered.
  - Intent is to conform with OUSF bidding requirements.
  
- ◆ Include anticipated changes:
  - Change in bandwidth.
  - Addition of sites.





# Competitive Bidding – Eligible Providers

- ◆ To receive OUSF funding, the selected bidder must be an eligible provider, as defined in 17 O.S. § 139.102.
  - Eligible providers meet one of the following criteria:

**Hold a Certificate of Convenience and Necessity (“CCN”)**

- Includes Incumbent Local Exchange Carriers (“ILEC”) that hold a CCN or equivalent authority.

or





# Eligible Service Providers Search

- ◆ You can search for eligible providers on the OCC Website at <https://oklahoma.gov/occ/divisions/public-utility/telephone.html>

Select the **Regulated Telephone Companies** link.

This will open an Excel document.



Search

[About](#) [News](#) [Complaints](#) [Divisions](#) [Dockets](#)

Oklahoma Corporation Commission > Divisions > Public Utility > Telephone

## Divisions

- Administrative, Judicial & Legislative Services
- Oil and Gas Conservation
- Petroleum Storage Tank
- Public Utility
- Auditing Fuel Costs
- Brochures
- Comment on an Active Utility Cause
- Consumer Services
- Cotton Gin
- Deposits and Interest
- Electric Utility
- Energy Efficiency
- Forms
- Gas Utility
- Notice of Inquiry PUD 20-083
- Oklahoma Universal Service Fund

- Useful Links
- Assessment
- Issues and the Ratemaking

## Regulated Telecommunications

The Corporation Commission has limited regulatory oversight of telephone companies in Oklahoma. The Public Utility Division oversees the Oklahoma Universal Service Fund which assists in the provision of special services to Oklahoma's schools and medical facilities. The division also reviews applications for new carriers that wish to offer certain services within the state.



### Telecommunications - Notice of Inquiry - PUD 201800066

- [Filed Third Set of Questions and Proposed Changes](#) (PDF)
- [Third Set of Questions](#) (MS Word)
- [Proposed Changes to 139.102](#) (MS Word)
- [Proposed Changes to 139.103](#) (MS Word)
- [Proposed Changes to 139.105](#) (MS Word)
- [Proposed Changes to 139.106](#) (MS Word)
- [Proposed Changes to 139.107](#) (MS Word)
- [Proposed Changes to 139.110](#) (MS Word)

### Annual Report of Operations and PUD Fee Assessment

[Telecommunications Annual Report of Operations and PUD Fee Assessment due April 1, 2020](#)

### Information Related to Telecommunication Companies

- [Regulated Telephone Companies](#) (Excel)
- [Eligible Telecommunications Carriers \(ETCs\)](#)
- [Find Lifeline Service Providers Near You](#)



# Eligible Service Providers Search

The Excel document has several tabs of eligible service providers.

Use the "Find" function (ctrl + F) to search for a service provider's name. Select "Find" then "Options" on the initial box to get the advanced search box below.

Choose the search criteria

Select Workbook to search all tabs

Company	d/b/a	Address
AT&T Oklahoma	(Also listed under Southwestern Bell AT&T Oklahoma)	405 North Broadway, Room 119 119 West Main Street, E
Atlas Telephone Company		
Beggs Telephone Company		
Bixby Telephone Company		
Canadian Valley Telephone Company	d/b/a Canadian Valley Broadband	PO Box 321 25 S. Colorado, PO Box
Carnegie Telephone Company, Inc.		
Central Oklahoma Telephone Co., LLC		PO Box 789, 223 Broad
CenturyTel of Northwest Arkansas, LLC		1401 W. Capitol Ave. S
Cherokee Telephone Company		PO Box 445
Chickasaw Telephone Company		PO Box 460, 124 West
Cimarron Telephone Company, LLC		101 Cimarron
Consolidated Communications of Oklahoma Company	d/b/a Consolidated Communications	14101 Wireless Way, S
Craw-Kan Telephone Cooperative, Inc.		
Cross Telephone Company, LLC		
Dobson Telephone Company		
Dobson Telephone Company, Inc.	d/b/a McLoud Telephone Company	
Elkhart Telephone Company		
Grand Telephone Company, Inc.		
KanOkla Shidler, LLC		

Mr. Larry Jones  
Mr. Jake Baldwin  
Mr. Kevin Kastor  
Mr. Craig Wilbert  
Mr. Jake Baldwin  
Mr. Trent LeForce  
Ms. Donna Wynn  
Ms. Becky Scott  
Mr. Jason Anderson  
Ms. Alicia Keller

Regulatory Contact  
Regulatory Contact  
Regulatory Contact  
General Manager  
Regulatory Contact  
CFO  
CFO  
Regulatory Contact  
General Manager  
Regulatory Contact

PO Box 321  
25 S. Colorado, PO Box  
PO Box 789, 223 Broad  
1401 W. Capitol Ave. S  
PO Box 445  
PO Box 460, 124 West  
101 Cimarron  
14101 Wireless Way, S  
14101 Wireless Way, S  
610 S Cosmos, PO Box  
PO Box 308  
100 KanOkla Ave. PO B

ILEC 4-1-2020 CLEC 4-1-2020 IXC 4-1-2020 Reseller 4-1-2020 OSP 4-1-2020 PSP 4-1-2020 CAP 4-1-2020



# What is a Lowest Cost Reasonable Qualifying Bid?



# Lowest Cost Reasonable Qualifying Bid (“LCRQB”)

- ◆ The LCRQB meets all of the following requirements<sup>8</sup>:
  - Represents the lowest total cost proposal,
  - Meets the needs of the Beneficiary,
  - Submitted during the same competitive bidding period as the awarded bid,
  - Is for a bandwidth within the range requested for bid and selected by the Beneficiary,
  - Is for the same contract term as the bid that was selected by the Beneficiary,
  - Meets the requirements specified in the request for bid, and
  - Was the result of a fair and open competitive bidding process.
- ◆ Bids for both the selected bandwidth and higher bandwidths are reviewed to determine LCRQB.
- ◆ The OUSF will fund up to 25% over the determined LCRQB.

<sup>8</sup> See 17 O.S. § 139.109.1(B)(7)



# LCRQB Example:

- ♦ Beneficiary receives bids of \$1,000, \$1,200, \$1,400 and no ineligible taxes or fees:

## Example 1:

**\$1,000**

OUSF Administrator determines \$1,000 to be LCRQB.

**\$1,200**

Beneficiary chooses \$1,200:  
No out-of-pocket since selected bid is no more than 25% over the determined LCRQB.

**\$1,400**

**IF** Beneficiary chooses \$1,400: Beneficiary pays the difference between \$1,250 and \$1,400.

## Example 2:

**\$1,000**

Beneficiary provides compelling reason on Affidavit to **not** use \$1,000 for LCRQB.

**\$1,200**

Administrator determines \$1,200 to be LCRQB.

**\$1,400**

Beneficiary chooses \$1,400:  
no out of pocket since selected bid is no more than 25% over the determined LCRQB.



# Possible Disqualification Factors For Received Bids

- ◆ All disqualifications factors must be included in the FCC Form 470 and RFP.
- ◆ May disqualify bidders for previous alleged service issues or billing issues IF issues are documented and recent.
- ◆ The contract response does not meet specifics as requested in FCC Form 470 and RFP (if beneficiary selects bid that does not meet specifics, other like bids cannot be disqualified).





# Contract Considerations



# Possible Contract Considerations

- ◆ Avoiding early termination and non-renewal charges.
- ◆ After first year, including 30- or 60-day cancellation notice with no early termination charges.
- ◆ Including service level agreement and minimum guaranteed bandwidth (not best effort).
- ◆ Contracts may be contingent on approval of federal and state funding (for eligible services).
- ◆ Requiring service provider to file for OUSF within 60 or 90 days of starting service.
  - If the service provider does not file for OUSF, the beneficiary will be responsible for payment of services received.
  - If OUSF Funding is denied, the beneficiary is responsible for payment of services received.



# Long Term Contracts

- ♦ Eligible contracts are limited to a five (5) year maximum term.
  - I.e., a one-year initial term with up to four one-year options for renewal.
- ♦ Long-term contracts should include<sup>9</sup>:
  - Anticipated changes in bandwidth during the contract term.
  - Anticipated additional sites during the contract term.
- ♦ Service must be rebid at the end of the 5-year statutory limit.

<sup>9</sup> See 17 O.S. § 139.109.1(B)(8)



# Decoding the OUSF Determination



# Determination Summary –Example 1

- ♦ Look for the Summary in the Determination. If the Determination Summary has no adjustments as shown below, the request was fully funded.

	Amount Requested by Provider	Amount Determined by the Administrator
<b>Lump Sum:</b>	\$4,242.50	
Dates of Service August 31, 2018 through May 31, 2019		\$4,242.50
<b>Monthly Recurring:</b>	\$275.90	
Determined monthly recurring for service beginning June 1, 2019		\$275.90
<b>Service Provided:</b>	1 Gbps Internet access line	



## Determination Summary – Example 2

- ♦ If the Determination summary has any adjustments<sup>10</sup>, as shown below, the request was **NOT** fully funded.

	Amount Requested by Provider	Amount of Adjustment by the Administrator	Amount Determined by the Administrator
<b>Lump Sum</b>	<b>\$2,160.00</b>		
Determined lump sum			\$1,929.33
Disallowance: 18-month rule		(\$230.67)	
<b>Monthly Recurring</b>	<b>\$240.00</b>		
Determined monthly recurring for date of service beginning April 1, 2019			\$214.37

<sup>10</sup> See OAC 165:59-3-68(m)



# After the Determination

- ♦ If the Beneficiary and Service Provider **accept** the OUSF Funding Determination, a Notice of Disbursement will be filed by the PUD Analyst on the 16<sup>th</sup> day after the Determination filed date.
  - Service Providers will receive OUSF Funding within 45 days of the Notice of Disbursement date.
  
- ♦ If a Beneficiary or Service Provider **does not accept** and wishes to dispute, there is an option to file a Request for Reconsideration within 15 days of the Determination filed date.



How is OUSF funding  
applied to my school or  
library?





# OUSF Funding – Monthly

- ◆ The Service Provider will submit a Monthly Payment Request for funding per instructions included on the [OUSF homepage](#).
- ◆ The beneficiary can verify its service provider is receiving ongoing OUSF funding via our website:
- ◆ <https://oklahoma.gov/occ/divisions/public-utility/ousf/ousf-historicaldocuments.html>.
- ◆ Any questions regarding OUSF Funding may be directed to [OUSF@occ.ok.gov](mailto:OUSF@occ.ok.gov).





# Change Requests

- ◆ A Service Provider may submit a change request (instead of filing a Request for OUSF Funding) if there is a change in bandwidth and/or price.
- ◆ Only for changes to service when staying with current provider at the same location(s).
- ◆ The beneficiary must solicit bids and must select a bid that is either the LCRQB or is within 25% over the LCRQB.
  - The beneficiary must complete an Affidavit for all change requests.
- ◆ If a change request is denied, the Service Provider may file a Request for OUSF Funding to continue to receive funding.





Can my school or library  
forecast the amount of OUSF  
Funding to be received?



# Preapproval<sup>11</sup>

- ◆ Preapproval is an ***optional*** request ***submitted by the beneficiary.***
- ◆ Provides certainty of knowing the amount of funding that will be received from the OUSF for the upcoming funding year.
- If special construction is expected, eligible schools and libraries may receive additional E-rate funding through the State Match Program.
  - If special construction is involved, PUD is required to review the bid evaluation criteria prior to posting for bids (FCC Form 470).
  - Special construction may be denied or greatly reduced without a Preapproval Funding Letter and State Match Funding.
- If beneficiary is unsure whether to request preapproval, please contact the OUSF Administrator for assistance.

<sup>11</sup> See 17 O.S. § 139.109.1(F)(2) and see OAC 165:59-3-61



# Preapproval Process

**Beneficiary** submits an Affidavit to the OUSF Administrator at [OUSF@occ.ok.gov](mailto:OUSF@occ.ok.gov).

OUSF Administrator provides Preapproval Funding Letter (“PFL”) within 90 days, which should be **attached to the FCC 471** if special construction is requested.

- ◆ Requires **service provider** to request OUSF funding within 60 days of starting service by filing a *Request for OUSF Funding* using the same cause number as in the PFL.
  - ◆ If already under contract with the same provider, with the same price and service, a new Request for OUSF Funding is not necessary if the Beneficiary is within the five-year contract limit. Instead, the provider should submit a monthly funding request.
- ◆ Can be requested multiple times.
- ◆ The Request for Preapproval and the PFL are only good for the upcoming funding year.
- ◆ The service requested in the *Request for OUSF Funding* must also match the service and price as approved in the PFL.



# Forms – OUSF Affidavit and SUSF



# OUSF Affidavit

- ◆ Required for:



- ◆ Must be completed and signed by a legally responsible representative of the Beneficiary (who can sign on its behalf).



# Affidavit Example:

1	<b>Oklahoma Universal Service Fund Affidavit for Schools</b>	
2	Use for funding year beginning July 1, 2021	
3	See Instructions Tab for General Instructions and Defined Terms and Acronyms	
4	<b>SECTION 1: SCHOOL INFORMATION AND CONTACTS</b>	
5		
6	1.1 Purpose of this Affidavit (see Instructions):	<input type="text"/> Preapproval, Request for Funding, Change in Funding
7		
8	1.2 School name:	<input type="text"/>
9		
10	1.3 Internet Demarcation or WAN End Point building name and address(es):	<input type="text"/> <b>Note: for multiple locations, please include an attachment with the following information: building names and demarcation addresses.</b>
11		
12	1.4 Contact Name and Person's Title for questions:	<input type="text"/>
13		
14	1.5 Phone and Email	<input type="text"/>
15		
16	1.6 Does the School meet the definition in 17 O.S. § 139.102(37)? Yes or No	<input type="text"/>
17		
18	1.7 If the School uses a consultant for OUSF funding requests, provide the consultant(s) information if they are authorized to work with the OUSF Administrator on your behalf.	<input type="text"/>
19		
20		
21	<b>SECTION 2: BIDS, RFP, SELECTION OF SERVICES</b>	
22		
23	2.1 Funding Year(s) requested:	<input type="text"/>
24	2.2 Eligible Student count + Staff as most recently reported to Department of Education:	<input type="text"/>
25		
26	<u>Internet Access:</u>	
27	2.3 Bandwidth range requested on Form 470 and/or RFP:	<input type="text"/>

Training slides for the [School Affidavit](#) and [Library Affidavit](#) are available on our website. Just click on the links above!

- ◆ Download forms here:  
<https://oklahoma.gov/content/dam/ok/en/occ/documents/pu/ousf/ousfrequestforms/school-affidavitfinal.xlsx>  
<https://oklahoma.gov/content/dam/ok/en/occ/documents/pu/ousf/ousfrequestforms/library-affidavitfinal.xlsx>





- | SUSF Form  |   | Oklahoma Universal Service Fund                         |  |
|--|---|---|--|
| Effective For all Requests Filed After July 1, 2020  |   | Special Universal Service Request for OUSF Funding Form |  |
| #  | Description   | RESPOND IN YELLOW HIGHLIGHTED CELLS                     |  |
| Section 1: SUPPORTING DOCUMENTATION  |   |   |  |
| 1  | Contract / Agreement: A copy of the contract for service or service agreement must be provided as part of the support documentation for the requested funding. Was such documentation provided?   | YES / NO  |  |
| 2  | Invoices from Eligible Service Provider: Copies of the initial invoice, latest invoice, and any invoices for which the price(s) charged for the Internet access or WAN differs from that specified in the contract or agreement must be provided as part of the support documentation for the requested funding. Was such documentation provided?   | YES / NO  |  |
| 3  | Are there any credits or adjustments other than E-rate/OUSF credits on the invoices? If yes, please provide an explanation by circuit, a full detailed breakdown of the credits or adjustments, and which month the credits adjustments were applied.   | YES / NO  |  |
| Section 2: PREAPPROVAL   |   |   |  |
| 4  | Was request for funding preapproved pursuant to 17 O.S. § 139.109.1(F)(2)? If preapproved, submit a copy of the Preapproval Funding Letter with this form. <b><i>Lack of a response or a "NO" response will result in a funding request not being treated as a Preapproval Funding Request.</i></b>   | YES / NO  |  |
| 5  | Are the eligible services and/or credit amounts that were approved in the Preapproval Funding Letter consistent with this Request for OUSF Funding and Notice of Request for OUSF Funding?  | YES / NO  |  |
| 6  | If the eligible services and/or credit amounts and/or bandwidth do not match the Preapproval Funding Letter, please explain any differences between the Preapproval Funding Letter and this request. If the information does not match, and good cause is not shown to explain the difference, this request will be reviewed as a non-preapproval funding request (i.e., 90-day review period). | YES / NO  |  |
| Section 3: COMMENTS (optional)   |   |   |  |
| Section 4: CERTIFICATION / SIGNATURE   |   |   |  |
| I certify I have examined this Form and, to the best of my knowledge and belief, the information contained is true, correct, and complete, and all supporting documents necessary to verify the information are being provided to the Public Utility Division and to the office of the Oklahoma Attorney General concurrently with the filing of the Request for OUSF Funding and this Form. |   |   |  |
| Name of Beneficiary:   |   |   |  |
| Name of Provider:  |   |   |  |
| Name of Provider's Representative:   |   |   |  |
| Signature of Representative:   |   | Email Address:  |  |
|  |   | Date:   |  |
| Submit with Request for Funding AND provide with the School Library Telemedicine summary in PUD or Excel documents via email at <a href="mailto:OUSF@ok.gov">OUSF@ok.gov</a> (or other email as designated by the PUD Director)  |   |   |  |

[illegible]



# E-rate and OUSF Process

After the School/Library has assessed its broadband needs, it files the FCC Form 470 to request bids for service.



After a 28-day interval the School/Library reviews the bids, makes a selection, and files the FCC Form 471 to request funding from USAC for the selected services.



After service has been installed and invoiced, the School/Library completes the OUSF Affidavit and attachments and sends it to the Service Provider.



Service Provider files a Request for OUSF Funding with the OCC Court Clerk and submits supporting documentation, along with the affidavit, to PUD at [OUSF@occ.ok.gov](mailto:OUSF@occ.ok.gov).



PUD OUSF Analyst reviews the request and files a funding determination within 90 days of the filing date.



Questions &  
Answers

# Thank you!



**OKLAHOMA**  
Corporation  
Commission

Public Utility Division

[oklahoma.gov/occ](http://oklahoma.gov/occ)

[ousf@occ.ok.gov](mailto:ousf@occ.ok.gov)